



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.yciptaz.gov

NOTICE AND AGENDA OF THE REGULAR MEETING THE BOARD OF DIRECTORS OF THE YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors of the Yuma County Intergovernmental Public Transportation Authority ("YCIPTA") and to the general public that the Board of Directors will hold a meeting on:

MONDAY, December 17, 2018 – 1:30 PM
Yuma County Department of Development Services – Aldrich Hall
2351 West 26th Street -- Yuma, AZ, 85364

Unless otherwise noted, meetings held at the above location are open to the public.

The Board of Directors may vote to go into executive session during the noticed meeting concerning any of the agenda items mentioned below. If authorized by the requisite vote of the Directors, the executive session will be held immediately after the vote and will not be open to the public. The executive session, if held, will be at the same meeting location set forth above. The discussion may relate to confidential matters permitted pursuant to A.R.S. §§ 38-431.03(A)(1)-(7). The Chairman or other presiding officer shall instruct the persons present at the executive session regarding the confidentiality requirements of the Open Meeting Laws.

Pursuant to the Americans with Disabilities Act, reasonable accommodation requests may be made by contacting the Transit Director at 928-539-7076, ext 101 (TTY/TDD - Arizona Relay Service 711). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CALL TO PUBLIC: The public is invited to speak on any item or any area of concern that is within the jurisdiction of the YCIPTA Board of Directors. The Board is prohibited by the Arizona Open Meeting Law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Susan Thorpe, Chairman – Yuma County, Larry Killman – Vice Chairman – Town of Wellton,
Susan M. Zambrano - .Sec/Treas. - Arizona Western College, Greg Wilkinson – City of Yuma,
Brian Golding, Sr.-Quechan Tribe, Dr. Michael Sabath - Northern Arizona University
Ralph Velez - City of San Luis, Paul Soto – Cocopah Tribe, Ian McGaughey - City of Somerton,

Shelly Kreger, Transit Director

CONSENT CALENDAR: The following items listed under the Consent Calendar will be considered as a group and acted upon by one motion with no separate discussion, unless a board member so requests. In that event, the item will be removed for separate discussion and action.

1. Adopt the November 26, 2018 regular and executive session minutes.

DISCUSSION & ACTION ITEMS:

1. Discussion and or action regarding the Memorandum of Understanding Between Telecris Plasma Resources (Grifols) and Yuma County Intergovernmental Public Transportation Authority for the Provision of Transportation Funding. Action required.
2. Discussion and or action regarding National Express Transit closeout negotiations, Notice of Claim, and related matters.

PROGRESS REPORTS:

1. Operations Manager Report – Elizabeth Williams, General Manager – RATP Dev. *No action is required.*
2. Transit Director Report – Shelly Kreger, YCIPTA Transit Director. *No action is required.*
3. Transit Ridership – Carol Perez, Transit Operations Manager. *No action is required.*
4. Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. *No action is required.*

Upon vote of the Directors, the Chairman recesses the Regular Session and convenes Executive Session.

EXECUTIVE SESSION:

1. Discussion and/or consultation for legal advice with YCIPTA legal counsel

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regarding National Express Transit closeout negotiations, Notice of Claim, and related matters pursuant to A.R.S. §§ 38-431.03(A)(3) & (4).

Chairman adjourns Executive Session and reconvenes Regular Session.

3. Discussion and/or action regarding National Express Transit closeout negotiations, Notice of Claim, and related matters.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

The next Board meeting January 28, 2019

ADJOURNMENT

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Shelly Kreger, Transit Director

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Session on Monday, November 26, 2018 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chairman, Susan Thorpe called the meeting to order at 1:36 P.M.

Members Present:

Susan Thorpe/Yuma County/Chairman
Susanna Zambrano/Arizona Western College/Secretary/Treasurer
Brian Golding, Sr. /Quechan Indian Tribe
Larry Killman/Town of Wellton/Vice Chairman
Paul Soto/Cocopah Indian Tribe
Ian McGaughey/City of Somerton

Members Excused:

Ralph Velez/City of San Luis
Greg Wilkinson/City of Yuma
Michael Sabath/Northern Arizona University

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Transit Operations Manager
Elizabeth Williams/RATP Dev/Operations Manager
Minda Davy/ Benesch & Davy Law Firm
Gary Hendrickson/RATP Dev/Safety and Training Manager
Jeff Stewart/RATP Dev/Maintenance Manager

The Pledge of Allegiance was led by Mr. Larry Killman.

Call to Public: There were no public comments made but Call to Public was left open by the Chairman.

CONSENT CALENDAR:

No. 1: Adopt the October 22, 2018 regular and executive session minutes.

Motion (McGaughey/Soto): Approved item presented.

Voice Vote: Motion Carries, (6-0) with Mr. Velez, Mr. Wilkinson and Mr. Sabath being excused.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and/or action regarding the Charter for the Yuma Metropolitan Planning Organization, Yuma Regional Providers of Public Transportation, and the Arizona Department of Transportation, Regarding Performance Measure Target-Setting and Data-Sharing.

Ms. Kreger presented the item as contained in member packet. Ms. Kreger stated that there is currently an agreement between Yuma Metropolitan Planning Organization (YMPO) and Yuma County Intergovernmental Public Transportation Authority (YCIPTA); and a separate agreement between YCIPTA and ADOT, however, Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) require an agreement between the three (3).

Mr. Golding inquired if there were any changes other than going from a two-way agreement vs the three-way agreement.

Ms. Kreger stated that that was the only change.

Motion (Golding/Killman): Approved item presented.

Voice Vote: Motion Carries, (6-0) with Mr. Velez, Mr. Wilkinson and Mr. Sabath being excused.

No. 2: Discussion and or action regarding the Yuma County Intergovernmental Public Transportation Authority Transit Asset Management Plan (TAM).

Ms. Kreger stated that every transit provider needs to come with a TAM plan which was due October 1st. Due to the audits Ms. Kreger requested an extension. We could be part of a larger plan but were requested by ADOT to make our individual plan.

Motion (Killman/Golding): Approved item presented.

Voice Vote: Motion Carries, (6-0) with Mr. Velez, Mr. Wilkinson and Mr. Sabath being excused.

No. 3: Discussion and or action regarding National Express Transit closeout negotiations, Notice of Claim, and related matters.

Item was postponed until after Progress Reports.

PROGRESS REPORTS:

No. 1: Operations Manager Report – Elizabeth Williams, General Manager – RATP Dev.

Ms. Williams introduced Mr. Gary Hendrickson, Safety and Training Manager and Mr. Jeffery Stewart, Maintenance Manager to the Board.

Ms. Williams presented the item as contained in member packet.

Ms. Kreger stated that the maintenance crew worked through the weekend two weeks ago to tackle the down list and YCIPTA appreciates it.

Mr. Golding stated that it was good to hear about clearing the backlog. Mr. Golding also inquired as to how work is verified as completed.

Ms. Williams stated that the Mr. Stewart spot checks and Mr. Insunza, Maintenance Supervisor also verifies the work. Ms. Williams also stated that RATP Dev has just hired two (2) new mechanics and that they are getting ready to go through defects.

Ms. Williams stated that Mr. Stewart has only been here since the 5th and you can really notice the difference.

Mr. Golding stated that it was good news because safety is paramount. No action taken.

No. 2: Transit Director Report – Shelly Kreger, YCIPTA Transit Director.

Ms. Kreger presented the item as contained in member packet. No action taken.

No. 3: Transit Ridership – Carol Perez, Transit Operations Manager.

Ms. Kreger stated that the report was not yet available. No action taken.

No. 4: Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager.

Mrs. Medel presented the report as contained in the member packet.

Ms. Kreger stated that the item as presented is high due to the pending National Express invoices.

Upon vote of the Directors, the Chairman recesses the Regular Session and convenes Executive Session.

Ms. Thorpe stated that Discussion and Action Item 3 and 4 were a duplicate.

Motion (Golding/ McGaughey): Approved to recess Regular Session and convene Executive Session.

Voice Vote: Motion Carries, (6-0) with Mr. Velez, Mr. Wilkinson and Mr. Sabath being excused.

EXECUTIVE SESSION:

No. 1: Discussion and/or consultation for legal advice with YCIPTA legal counsel regarding National Express Transit closeout negotiations, Notice of Claim, and related matters pursuant to A.R.S. §§ 38-431.03(A)(3) & (4).

Chairman adjourns Executive Session and reconvenes Regular Session.

DISCUSSION & ACTION ITEMS:

No. 4: Discussion and/or action regarding National Express Transit closeout negotiations, Notice of Claim, and related matters.

No discussion or action was taken.

Ms. Zambrano stated that she had a wonderful tour of YCIPTA and now is very knowledgeable. Ms. Zambrano also stated that she rode the bus and had boarded the wrong bus but it was a great learning experience.

Mr. Golding stated that Ms. Kreger's evaluation was due in January and to be approved in March. Mr. Golding requested the item be added in January.

Ms. Zambrano inquired if the ridership would be available for next meeting.

Ms. Kreger stated that it would be available.

ADJOURNMENT

There being no further business to come before the Authority, the Chairman adjourned the meeting at 2:46 PM.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY
Adopted this _____ 2018, Agenda Item _____

Carol Perez, Board Secretary



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December 17, 2018

Discussion and Action Item 1

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding MOU between Yuma County
Intergovernmental Public Transportation Authority and Talecris
Plasma Resources (Grifols) for the provision of transportation
payment.

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approve MOU between Yuma County Intergovernmental Public Transportation Authority and Talecris Plasma Resources (Grifols) for the provision of transportation payment.

Background and Summary: The Talecris Plasma Resources (Grifols) reached out to staff wanting to purchase bus passes. Staff informed Talecris that YCIPTA would be able to reduce the cost of the passes if a MOU was mutually agreed upon.

Recommended Motion: Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approves MOU between Yuma County Intergovernmental Public Transportation Authority and Talecris Plasma Resources (Grifols) for the provision of transportation payment.

Fiscal Impact: None

Legal Counsel Review: N/A

Attachments: MOU between TPR and YCIPTA

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Shelly Kreger, Transit Director

For information on this staff report, please contact Shelly Kreger, Transit Director via email at skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for Submission



Shelly Kreger, Transit Director

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MEMORANDUM OF UNDERSTANDING BETWEEN YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY AND TALECRIS PLASMA RESOURCES (GRIFOLS) FOR THE PROVISION OF TRANSPORTATION PAYMENT

This MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this _____ day of _____, **2017**, by and between YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY (“YCIPTA”), a political subdivision of the State of Arizona, whose business address is 2715 East 14th Street, Yuma, AZ 85365 and TALECRIS PLASMA RESOURCES (GRIFOLS) (TPR), whose business address is 1881 S. 4th Ave, Suite E, F & G. Yuma, Arizona, 85364. The term “party” or “parties” as used herein refers to YCIPTA, TPR or both as appropriate. The parties agree to, and the MOU sets forth the following:

That YCIPTA is the administrator of the public transit service in Yuma County, which is known to the general public as Yuma County Area Transit (“YCAT”) and provides public transit services within and between the Cities of Yuma, San Luis, Somerton, Fort Yuma-Quechan and Cocopah Tribal Reservations lands, unincorporated Yuma County areas, and the Town of Wellton, including service to TPR;

That TPR is in need of YCAT Passes during YCAT’s normal operating hours, and YCIPTA desires to provide TPR with YCAT Passes;

That TPR shall contribute to YCIPTA for YCAT Passes in accordance with the table in Exhibit A, attached hereto and incorporated by this reference. The YCIPTA Transit Director shall invoice TPR the total amount due for YCIPTA contribution funding based on the number of YCAT Passes at the rates set forth in Exhibit A. TPR shall pay the invoice within thirty (30) days after receipt of the invoice from YCIPTA;

That the MOU will be effective from _____, **2018** and continue in full force until terminated by either party with a one (1) month in advance notification to each other to the addresses listed above;

That annually during the budgeting process, TPR and YCIPTA shall meet to determine if an increase in the transportation fee is necessary. Any transportation fee increase shall be approved by TPR and YCIPTA Board of Directors and take effect upon signature by both parties; and

That the parties acknowledge that this MOU is subject to cancellation pursuant to A.R.S. § 38-511.

IN WITNESS WHEREOF, the parties hereto have executed this MOU this _____ day of _____, 2018.

**TALECRIS PLASMA RESOURCES
(GRIFOLS)**

**YUMA COUNTY INTERGOVERNMENTAL
PUBLIC TRANSPORTATION AUTHORITY**

Talecris Plasma Resource (GRIFOLS)

Shelly Kreger
Transit Director

EXHIBIT A
FORMULA FOR YCIPTA CONTRIBUTION

The transportation fee is as follows:

Pass	1 to 249	250 to 499	500 or More
Basic Day YCATPass	\$5.00	\$3.50	\$2.50
Basic 10-Ride YCATPass	\$17.50	\$12.75	\$7.50
Basic 31-Day YCATPass	\$60.00	\$45.00	\$30.00
Discount Day YCATPass	\$2.50	\$1.75	\$1.25
Discount 10-Ride YCATPass	\$7.50	\$5.00	\$3.75
Discount 31-Day YCATPass	\$30.00	\$22.50	\$15.00
YCAT OnCall 10-RidePass	\$35.00	\$35.00	\$35.00
Semester Sticker	Negotiated	Negotiated	Negotiated

This Exhibit may be amended, in writing, as necessary by TPR and YCIPTA to reflect any changes in YCIPTA fares.



RATP Dev, December Info.

1. As of Sunday, December 16, all buses have been completely detailed.
2. Continuing work on all buses to get them in top condition.
3. Trolley tours have begun.
4. We are fully staffed for Operators.



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Transit Director Report – December 2018

- **HolidayCat:** Staff is gearing up for the upcoming HolidayCat. This year it is scheduled for December 21st, 22nd and 23rd.
- Fleet is receiving new decals and body work



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- **APTA Leadership Summit:** I attended the American Public Transportation Leadership Summit in Washington D.C. November 27th – Dec 30th. I was invited by Kristen Joyner, Director of the Southwest Transit Association (SWTA), to a meeting with officials at FTA headquarters to discuss our agencies, legislative and funding issues. There were three other transit agencies that took part in this meeting, San Joaquin RTD, Rock Region, Little Rock , AR, and Greeley-Evans Transit, CO.



- **Christmas Parade:** YCAT also participated in the Christmas parade. Thank you to Carol Perez for decorating the bus.



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Shelly Kreger, Transit Director

October 2017 - Ridership and Fares

Monthly Total	CASH FARES			PASS MEDIA			MISC REV		SPECIALTY REVENUE					STATISTICS		RIDER'S GUIDE	NEWS PAPER	Total
	BASIC \$2	DEVIATION \$2	DISCOUNT \$1	DAY PASS \$5	PASS ACCEPTED	DISCOUNT PASS \$2.50	TRFER	FREE RIDER	AZTEC	YPIC	AWC	COCOPAH	Vista	W/C	BIKE			
Orange 2	342		186	46	700	33			14	3	2,578	16	6	5	106	7		3,924
Brown 3	79	56	51	31	225	36	1		7	1	182	7		12	25	5		676
Green 4	418		321	72	915	68		3	174	85	367	120	53	12	84	6		2,596
Blue 5	328		253	108	634	97			7	1	22	111		19	29	8		1,561
Purple 6	504		285	87	326	43		11	181	18	84	2,345	14	36	104	9		3,898
Green 4A	268		231	69	605	65		2	104	97	320	80	40	17	59	3		1,881
Gold 8	35	1	10	25	50	25				2	219				6			367
Silver 9	56		19	4	51			1	2		1,415	14			1			1,562
Turquoise 10	156													8				156
Yellow 95	6,940		5,259	1,433	5,035	321			1,088	187	2,247	797	485	69	546	71	4	23,792
NightCAT	57		36		98	1		6	2		115	48		1	6			363
Total	9,183	57	6,651	1,875	8,639	689	1	23	1,579	394	7,549	3,538	598	179	966	109	4	40,776

Cash Fares Collected - All	
Basic \$2	\$18,366.00
Deviation \$2	\$114.00
Discount \$1.00	\$6,651.00
Day Pass \$5	\$9,375.00
Discount Pass \$2.50	\$1,722.50
Ride Guides \$0.50	\$54.50
Newspapers \$0.50	\$2.00
Grand Total	\$36,285.00

Total Wheelchairs	179
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RIDERSHIP AND FARES

Period: 10/1/2018 to 10/31/2018

Route	Cash Fares			Pass Media				Miscellaneous		Special Revenues					Statistics		Other Items	Total Pax
	Basic Cash	Deviations	Disc Cash	Day Pass	Disc Day	Passes Accepted	Smart Cards	Xfers	Free	Aztec	YPIC	Colleges	Coco-pah	Vista	WC	Bikes		
Orange 2	405	0	165	44	22	500	0	0	246	9	1	2,397	32	107	15	87	7	3,928
Brown 3	98	36	102	17	26	251	0	3	75	5	0	176	6	15	0	18	2	774
Green 4	340	0	380	112	83	952	0	0	302	107	97	314	137	674	15	69	5	3,498
Green 4A	259	0	368	77	70	873	0	0	342	125	349	325	132	554	11	63	7	3,474
	12	0	11	1	6	27	0	0	0	0	0	5	2	0	0	2	0	64
Blue 5	288	4	156	111	45	799	0	0	197	11	4	76	86	11	8	33	13	1,784
Purple 6	362	0	336	97	56	477	0	0	295	202	11	133	2,832	54	86	101	1	4,855
Gold 8	20	1	13	6	20	57	0	0	40	22	0	211	0	26	0	4	1	415
Silver 9	72	0	7	7	1	75	0	0	68	1	0	1,987	17	3	0	1	1	2,238
Turquoise 10	173	0	0	0	0	0	0	0	26	0	0	0	0	0	3	2	1	199
Night Cat 11	51	0	9	0	0	71	0	0	16	1	0	153	131	3	5	2	0	435
Yellow 95	6,152	0	5,151	993	306	4,643	0	0	2,705	772	55	1,730	622	711	116	354	40	23,840
Specials	86	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	86
Totals	8,318	41	6,698	1,465	635	8,725	0	3	4,312	1,255	517	7,507	3,997	2,158	259	744	78	45,590

Estimated Revenue Collected

Revenue Type: Each	Total
Basic Cash Fare: \$2.00	\$16,636.00
Deviations: \$2.00	\$82.00
Discount Cash Fare: \$1.00	\$6,698.00
Day Pass: \$5.00	\$7,325.00
Discount Day Pass: \$2.50	\$1,587.50
Newspapers/Guide: \$0.50-\$1.50	\$39.00
	\$32,367.50



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Summary Financial Report for November 2018

This report is a summary for the period November 2018. Monthly profit and loss unaudited statements are unavailable for this meeting due to not receiving all expenses for the month of November. November profit and loss unaudited statements will be presented at the next scheduled board meeting.

Reconciled account balances for YCIPTA checking accounts held at 1st Bank Yuma for the following months are as follows:

November 30, 2018

Greyhound	\$17,953.37
General	\$59,359.21
Payroll	\$5,398.95
Fare Revenue	\$27,193.75

November 30, 2018

YC Treasurer	\$69,614.76
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Greyhound sales by Month

November 2018	\$10,921.55
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Fare Revenue by Month

November 2018

YCAT	\$26,847.73
On Call	\$381.00

Accounts payable as of November 30, 2018 was \$2,372,987.54, please taking into consideration not all expenses have been posted for November 2018.

Accounts receivable as of November 30, 2018 was \$1,268,152.63

Accounts payable includes November 2017- June 2018 invoice in the amount of \$1,828,75.47 for National Express. These payments are on hold pending contractual deutes and to date are still posted as an account payable. Accounts Payable also includes RATP Dev August and September 2018 invoices that were received and finalized at the beginning of December. These invoices have been processed and both will be paid prior to the end of the month. June has not been closed out due to Fiscal Year End adjustments and pending a decision on how to move forward with the FY 2018 Annual Audit.

FY 2018 Annual NTD Report has been delayed due to information needed from the FY 2018 financial statements. YCIPTA has asked for an extension and has been extended until December 31, 2018.